

The following terms and conditions apply to using the after hours access service at nominated Myli – My Community Library Ltd (Myli) branches, outside their normal opening hours. These conditions are to ensure the safety and security of everyone using our libraries.

The applicant is required to use all Myli facilities in accordance with the following terms and conditions. Myli reserve the right to refuse or accept any or all applications and may disregard any requests not made within the terms of this agreement.

Our Child Safety Commitment

Myli – My Community Library Ltd is committed to the safety and wellbeing of all children and young people.

Your Responsibilities

1. Myli – My Community Library User Code of Conduct and Conditions of Membership apply at all times. Please refer to our website for copies of these guidelines. <https://www.myli.org.au/about/library-policies/>
2. The key tag remains the property of Myli at all times and must be returned if requested. You must immediately report a lost or stolen tag to Myli as soon as you become aware of the missing tag.
3. Upon approval of 24 hour access and completion of a building and safety induction, your key tag will be activated and ready to use. If you have trouble using your key tag, please consult a staff member during standard opening hours or send your enquiry to facilities.team@myli.org.au
4. The applicant is responsible for the use of the key tag issued including unauthorised use by other parties. Misuse of the key tag will result in your 24 hour access membership being cancelled and the loss of the joining fee.
5. The key tag is for your use only. You must not share the tag with any other person.
6. Tail gating will not be tolerated. At no time are you to allow others in the library using your access tag. All others entering the library must have their own 24 hour access tag.
7. All Myli 24/7 libraries are equipped with CCTV surveillance. Please be aware that you may be recorded when accessing the library. Respect other patrons who may be in the library at all times.
8. You must respect Myli and its collections at all times. The library must be left clean, neat and tidy. Do not leave food wrappers or drink containers throughout the library.
9. Returning Items – please return all items via the designated returns shute. Do not leave items on the desk for staff.
10. Borrowing Items – any items you wish to take home, must be borrowed through the self-check system.
11. If the self-loans kiosk is not operating, a paper based system will be available for you to record your library membership and item barcodes for entering by library staff at a later time.
12. Alcohol and smoking is not permitted in any Myli buildings and smoking is not permitted within 10 metres of the main entrance.

13. If you are in the building when the library closes to non-members and the staff member is leaving, you are required to leave the building and re-enter using your key tag. This is to ensure your membership is registered as being on the premises.
14. **Emergency procedures** and floor plans are posted throughout the library. Please take notice of where your nearest emergency exit route will be.
15. **Personal duress devices** are available for use after hours should you require them. Please ensure you familiarise yourself with their location during your safety induction. If you have concerns for your safety or another emergency situation occurs whilst you are in the building, press the emergency device for assistance.
16. **Exit door** – to exit after hours, press the button (red or green) located near the door and close the door behind you.
17. **EMERGENCY EXIT** – if the door does not open using the button or in the case of emergency, press the **BREAK GLASS** button. **Warning** – the alarm will sound and security will be notified. Use this in emergency situations only.
18. Do not enter the building if you feel unsafe. Be aware of your own personal safety at all times.

I,(name)

Library membership number

agree to the above conditions of use and accept the responsibility of having an after-hours access key tag to Myli – My Community Library Ltd 24/7 libraries.

Signature Date

Key tag Number.....

Key tag Returned

Signature Date Staff Signature:

Card Refund processed (\$30).....